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ABSTRACT

This updated and expanded edition provides a number of new concepts and techniques that should prove valuable to the trainer who is interested in involving his/her learners experientially. It primarily cover methods that relate to the delivery of the training. The book's organization reflects group-in-action bias--the more participative, experiential methods appear in the chapters at the beginning, and the less involving methods appear at the end. Each of the 20 chapters has this structure: description of concepts and techniques, summary of key points, references, and annotated list of recommended readings. Chapters are as follows: How to Start Things Off; Using Small Groups Effectively; Basic Techniques for Small Group Training; Additional Techniques for Small Group Training; Role Playing; Using Games and Simulations; Using Exercises; Using Puzzles; Instrumentation--A Tool for Self-Discovery Learning; Defining a Problem and Generating Data About It; Generating Solutions to a Problem; Selecting and Implementing a Solution; Team Building: Overcoming the "Lone Ranger" Syndrome; The In-Basket Exercise--How to Conduct and Design It; Other Key Group-in-Action Tools; Involving Participants in Film/Video; Maximizing Participation and Learning in the Case Method; "If You Must Lecture...;" Using Participative Methods to Evaluate Training; and How to Overcome the Transfer Problem. The final chapter, Ancillary Issues and Techniques, is concerned with various participative training issues rather than with techniques or methods. Appendixes contain a glossary, worksheets and other training tools, and an index. (YLB)

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